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[REDACTED] Area Records Officer/NPIC
6N-222, [REDACTED] 25X1A6a

27 February 1964

Chief, Records Administration Staff

Correspondence Handbook

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1. As per our telephone conversation today, I am sending you a draft of the revised Correspondence Handbook which was prepared by [REDACTED] 1A9a of my staff. It was submitted to Regulations Control for coordination last August, and, as far as I know, there is no firm date for publication of the handbook. If you reproduce the handbook we would be grateful for two copies for our use. Please return our copy when you have finished with it.

2. I am enclosing a copy of the 1955 Agency Correspondence Handbook which is still being used by Agency personnel as a guide. I am also including a copy of the U. S. Government Correspondence Handbook. These handbooks may serve your purpose until the revised edition is published. The U. S. Government Handbook is available through the Federal Supply system.

3. If I can be of further help please call. I will be glad to have Rita work with Mr. [REDACTED] when you are ready.

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[REDACTED] 1A9a

Attachments (3)

Distribution:

Orig - addressee
1 - [REDACTED] 25X1A9a
1 - RecAdminStaff